

## BTI, EOU, Baker City & La Grande Coalition FY2020 US EPA Brownfield Assessment Coalition Grant Application Narrative Information Sheet

### 1. Applicant Identification:

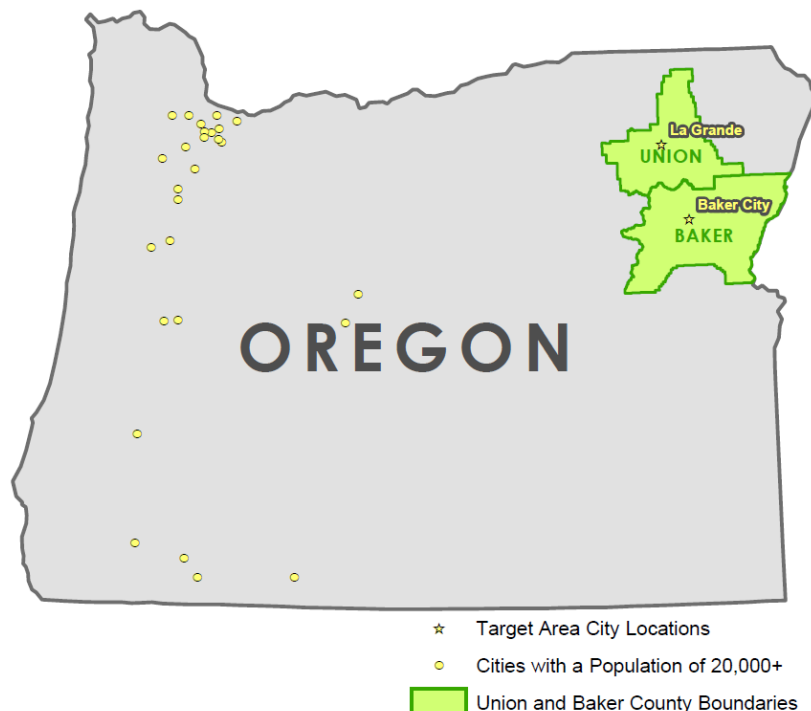
Baker Technical Institute  
2500 E Street, Baker City, Oregon 97814

### 2. Funding Requested:

- (a) Assessment Grant Type: Coalition
- (b) Federal Funds Requested:
  - (i) Requested Amount: \$600,000
  - (ii) Site-specific Assessment Grant Waiver: *not applicable*
- (c) Contamination: \$398,887 Hazardous Substance and \$201,113 Petroleum

### 3. Location:

- (a) City: Baker City & La Grande
- (b) County: Baker and Union
- (c) State or Reservation: Oregon



**4. Property Information for Site-Specific Proposals:**

*Not Applicable*

**5. Contacts:****(a) Project Director:**

Name: Robbie Langrell, Brownfield Program Director  
Phone: (541) 524-2600 | Email: robbie.langrell@bakersd.org  
Mailing Address: 2500 E Street, Baker City, Oregon 97814

**(b) Chief Executive/Highest Ranking Elected Official:**

Name: Doug Dalton, President  
Phone: (541) 524-2651 ext. 3 | Email: doug.dalton@bakersd.org  
Mailing Address: 2500 E Street, Baker City, Oregon 97814

**6. Population:** Baker City - 9,828  
La Grande - 13,271

**7. Other Factors Checklist:**

Other Factors	Page #
Community population is 10,000 or less.	Yes, Baker City Pages 1 and 4
Applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
The priority brownfield site(s) is impacted by mine-scarred land.	
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	
The priority brownfield site(s) is in a federally designated flood plain.	
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.	
30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.	

**8. Letter from the State or Tribal Environmental Authority:** A letter of acknowledgement from the Oregon Department of Environmental Quality is attached.

## Narrative Information Sheet - Attachment A

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Letter from State Environmental Authority



# Oregon

Kate Brown, Governor

Department of Environmental Quality  
Eastern Region Bend Office  
475 NE Bellevue Drive, Suite 110  
Bend, OR 97701  
(541) 388-6146  
FAX (541) 388-8283  
TTY 711

November 25, 2019

Terri Griffith  
U. S. Environmental Protection Agency, Region 10  
1200 Sixth Avenue, Suite 155  
Mailstop: ECL-133  
Seattle, WA 98101

**RE: DEQ Support for Baker Technical Institute's Coalition Application for a Community-Wide Assessment Grant**

Dear Ms. Griffith:

The Oregon Department of Environmental Quality is pleased to acknowledge the assessment grant application from a Coalition consisting of Baker Technical Institute, Eastern Oregon University, the City of La Grande, and Baker City. The focus of the Coalition Assessment Project are properties in Baker City and La Grande that have the potential for hazardous substances and/or petroleum contamination. These properties include former dry cleaners and former gas stations. These same sites, once assessed, and, if necessary, cleaned up, will lend to redevelopment projects that have the potential to create jobs in the destination tourism industry.

Baker Technical Institute, as lead applicant, is requesting \$398,887 in funding for hazardous substance assessments and \$201,113 in petroleum assessments to be accomplished over the grant period. The Coalition anticipates performing 20 Phase I and 12 Phase II Environmental Site Assessments (ESAs), cleanup and reuse planning, and community engagement activities.

DEQ encourages EPA to fund the Baker Technical Institute led brownfield assessment grant application.

Sincerely,

Linda Hayes-Gorman  
Division Administrator  
Eastern Region

ecc: Doug Dalton, Baker Technical Institute, [Doug.Dalton@bakersd.org](mailto:Doug.Dalton@bakersd.org)  
Robbie Langrell, Baker Technical Institute, [Robbie.Langrell@bakersd.org](mailto:Robbie.Langrell@bakersd.org)  
Katie Daugherty, DEQ, Portland

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RANKING CRITERIA NARRATIVE

## 1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

### 1.a. Target Area and Brownfields

1.a.i. Background and Description of Target Area: Baker Technical Institute (BTI) has formed a Coalition that includes Eastern Oregon University (EOU), Baker City, and La Grande, to apply for a \$600,000 US Environmental Protection Agency (EPA) Brownfield Assessment Coalition Grant (GRANT). This initiative is an outgrowth of the brownfield program started by BTI in 2014 as the only high school-based brownfield program in the US. The program has garnered national acclaim for providing students hands-on practical brownfield experience, including collaboration with federal and state agencies, environmental consultants, and other professionals, to analyze problems, conduct testing, and devise solutions for brownfields. The success of the program contributed to the initial class instructor, Megan Alameda, receiving the Presidential Award for Innovation in Environmental Education in 2016. This program has recently expanded its geography (from Baker County into adjoining Union County) and scope (creation of a unique new *Sustainable Rural Systems* curriculum at EOU). Officially designated as “Oregon’s Rural University,” this curriculum strives to teach EOU students ways to overcome the challenges faced by rural communities everywhere. Like BTI’s brownfield program, EOU’s curriculum will focus on hands-on practical learning, including a capstone project working within a rural community to overcome its greatest challenges.

The Target Area for the project is the cities of Baker City (pop. 9,828) and La Grande (pop. 13,271), which are 45 miles apart connected by Interstate 84 (I-84). The Focus Area are major commercial districts/corridors within both cities. Both cities owe their origins to the Oregon Trail and gold mining. Baker City (incorporated in 1874 and home to BTI) and La Grande (incorporated in 1865 and home to EOU), the county seats of Baker and Union counties, respectively, have long been the primary economic engines in the region. Over the years, timber, farming, and ranching replaced mining as the primary economic drivers. Regional timber harvests peaked in the 1960s and 70s at 225 million board feet (MBF) annually in Baker/Union counties. By the mid-90s, timber harvest had declined by 67% to 75 MBF, and in 2013 to just 43.6 MBF, an 80% decrease from peak years. In Baker City alone, three lumber mills closed as the supply of big logs dwindled. Ellingson Lumber Company, Baker City’s last big-log lumber mill, closed in 1996 resulting in the loss of 139 family-wage jobs. This closure also created Baker City’s largest brownfield (40 acres), which still persists today more than 20 years later.

Today we are dealing with the many challenges typical of rural communities, not the least of which is brownfields, which are being created faster than they are being addressed. Family-wage jobs are hard to come by, the existing housing stock is crumbling, and our youth are fleeing for brighter pastures in larger urban centers. BTI/EOU and their brownfield/rural programs represent our greatest hope in stemming the continued decline of our region by taking on our brownfield challenges head-on and training the next generation of local brownfield redevelopment champions in the process.

1.a.ii. Description of the Priority Brownfield Sites: The BTI brownfield class has compiled and maintains an inventory of Baker City and La Grande brownfields. Both inventories include more than 50 brownfields, the vast majority of which are located in our commercial districts and have open Oregon Department of Environmental Quality (DEQ) database listings. A high priority brownfield in each city is described below. Table 1 lists 10 (1-5 are in Baker City, 6-10 in La Grande) high priority Target Area brownfields. The types of contaminants suspected to be associated with these brownfields include petroleum (former gas stations and bulk terminals), solvents/degreasers (machine shops, auto service, and dry cleaners) and hazardous building materials (asbestos, etc.).

**2017 Broadway Street, Baker City:** This site is vacant and has been for sale for many years, but perceived contamination has prevented its sale. It is one of 16 brownfields identified along a 2,500-foot length of Broadway Street. Baker Middle School is located in the middle of the corridor. It is a high priority brownfield site due to its open DEQ database listing, unknown environmental conditions, and location within a Focus Area and adjacent to school/residential properties. Our reuse strategy for this brownfield is repurposing of the existing building for commercial use, and new commercial office or retail construction to increase development density.

**809 Adams Avenue, La Grande:** No assessment of this former gas station has been completed. It is located adjacent to our new public library in our urban renewal area (URA) and in the Adams commercial corridor. Seven homes are located on the same block as the site. It is a high priority site due to its unknown environmental conditions, location in our Focus Area, and adjacent residential properties. Our reuse vision is mixed-use with an affordable or workforce housing component.

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<b>Table 1 Address</b>	<b>Size (acres)</b>	<b>Environmental Issues</b>	<b>Current Use/Conditions</b>
1. 2017 Broadway	0.62	Former gas station and bulk terminal	Vacant/For Sale bldg. and lot
2. 2016 Court Ave.	0.15	Former gas station	Vacant lot
3. 2330 Main St.	0.76	Former dealership and machine shop	Largely vacant building
4. 3370 17 <sup>th</sup> St.	3.6	Former bulk terminal	Scrap yard (blight)
5. 3000 Broadway	35	Oils, wood treating chemicals, asbestos	Vacant former lumber mill
6. 809 Adams Ave.	0.30	Former service station	Drive-thru coffee kiosk
7. 1418 Fir St.	0.26	Former dry cleaner	Vacant gravel lot
8. 1107 Wash. Ave.	0.30	Former dry cleaner	Vacant lot
9. 2106 26 <sup>th</sup> St.	5.3	Former truck shop	Vacant/For Sale lot
10. 1707 5 <sup>th</sup> St.	0.43	Asbestos	Vacant/For Sale historic building

### **1.b. Revitalization of the Target Area**

**1.b.i. Reuse Strategy and Alignment with Revitalization Plans:** Baker City and La Grande are first-tier regional service centers within their respective counties. During the 1960s and 70s when timber was booming, this led to the development of extensive commercial districts and corridors, the most vital of which were our downtown areas. As the timber industry declined, our commercial districts began to struggle. As businesses closed, brownfields were created. This decline continues today as these districts are too large for our population to support, due in part to decreasing income levels in our communities as family-wage manufacturing jobs have become scarce and working age individuals have fled our communities leaving a high percentage of elderly fixed-income residents.

While a return to an economy fueled by family-wage manufacturing jobs is highly desirable, we recognize that the primary factors companies consider in a location are: 1) the quality of the labor force; 2) local labor rates; and 3) ease of transporting goods to market. Against that backdrop, Baker and Union counties are not currently a prime location for traditional manufacturing employers. Our region's strongest strategic advantage is our many outdoor amenities. Fifty percent of land in the region is publicly owned and includes both the largest Oregon National Forest (Wallowa-Whitman) and Wilderness Area (Eagle Cap), which provide ample outdoor adventure opportunities. For the less active, our mining history and historic downtowns are a draw. Destination tourism is a largely untapped industry in the region and is the least difficult and lowest cost economic development strategy to execute. It is also the one strategy most likely to render early benefits. As a strategy, it is largely in the control of the community to make it happen, unlike other economic development options that depend on the decision-making of outside interests. It is attractive to younger cohorts as there are many and varied low-capital opportunities to establish niche businesses. Destination tourism pulls vitally needed revenue into the local economy from the I-84 lifeline and increases the community's exposure and desirability for other types of business ventures and jobs<sup>1</sup>. Finally, it is the fastest and most effective way to support many existing businesses and to add vigor into struggling commercial districts. Effective destination tourism strategies link improvements in urban design, recreation resources, and marketing that attract and showcase the region, which in turn can attract high-wage micro-manufacturing employers and "lone eagle" professionals to relocate to our region. Baker City and La Grande are particularly well-suited for natural resource-based micro-manufacturing, where small businesses can use our plentiful natural resources in innovative ways to create new products and tap into new markets<sup>2</sup>.

Our Focus Area includes seven commercial districts: four in Baker City - downtown, Campbell Street that links the city to I-84, Broadway and 10<sup>th</sup> Street; and three in La Grande downtown, Island Avenue between I-84 and Adams Avenue, and Adams Avenue. These three districts are all part of an existing Urban Renewal Area (URA)<sup>3</sup>. Revitalization of brownfields in these districts is our top priority and can be facilitated through conducting environmental assessments and reuse planning on identified brownfield properties. This will create redevelopment-ready commercial properties ideally suited for new destination tourism businesses such as restaurants and retail shops, which are the optimal land

<sup>1</sup> Baker City Vision – 2030: Adopted by City Council July 13, 2010

<sup>2</sup> NE Oregon Economic Development District Comprehensive Economic Development Strategy – 2018-2023

<sup>3</sup> La Grande Urban Renewal Plan – Adopted by Ordinance Number 3211, Series 2013

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use in every way of our historic downtown districts. In other commercial corridors, creating redevelopment-ready properties will serve these same tourism-based businesses and also be ideal for micro-manufacturing businesses. Reuse of these commercial district properties facilitated through the use of GRANT funding will advance our economic development strategy and our local land use<sup>4,5</sup> and our economic development strategy driven revitalization plans.

**1.b.ii. Outcomes and Benefits of Reuse Strategy:** Goal 1 of the region's economic development strategy is to diversify our economy and create family-wage jobs<sup>6</sup>. Outcomes from our brownfield program that help achieve this goal include: 1) address shovel-ready employment land availability issues; 2) create opportunities for mixed-use development in our commercial districts to attract young entrepreneurs; and 3) eliminate blight by restoring dilapidated historic buildings into the commercial and residential real estate inventory. The potential outcomes and benefits of our proposed project is best demonstrated by two recent La Grande revitalization success stories. Due to space and modernization needs, the City relocated its main fire station to a new facility 15 years ago. The historic former fire station in the Adams Avenue commercial corridor remained vacant/underused until just 2 years ago when Side A Brewing opened a brew pub in the space. There have been many direct and indirect economic development benefits from this new business, the largest of which is getting people to exit I-84 to patronize the brew pub. While in La Grande, they also participate in additional tourist activities. The second success story is a women's apparel company that opened its doors a few short years ago. Founder and designer Charity Walter, just 16 when she began designing clothing, has grown her business to annual sales of \$2.5M and operates out of a 6,000-square-foot warehouse and retail store constructed within the Adams Avenue commercial corridor in La Grande in 2018. Attracting young entrepreneurs like Ms. Walter to our region is a key element of our economic development strategy and being able to provide redevelopment-ready properties where they can open retail shops or other businesses is essential.

Of the seven Focus Area commercial districts named in Section 1.b.i, six are designated as Opportunity Zones, six are designated as Enterprise Zones, and all three La Grande commercial districts are located within an URA. We intend to use the tax incentives associated with opportunity and enterprise zones to attract investment in our project Target Area (see Section 1.c.i for more discussion on these incentives). Tax increment financing dollars generated within La Grande's URA will also be strategically invested to help spur economic growth in the Target Area.

Wind and solar resources are plentiful in the region but remain largely untapped. In 2019, a \$90K grant from the Oregon Department of Energy was used to construct rooftop solar systems on three low-income multi-family residential sites in La Grande. BTI and its Coalition partners embrace renewable energy and will promote the incorporation of energy efficiency measures in the project.

**1.c. Strategy for Leveraging Resources**

**1.c.i Resources Needed for Site Reuse:** BTI's brownfield program has a long history of successfully leveraging resources for both brownfield assessment and cleanup. We have leveraged five grants totaling \$535K from Business Oregon alone. BTI is also currently working on an EPA Brownfield Cleanup Grant application for the Central Building, and an EPA Environmental Education Grant. La Grande also recently received Business Oregon grant funding (\$200K) to revitalize a historic downtown building that had fallen into disrepair. DEQ and EPA Region 10 have indicated that their targeted brownfield assessment programs are under subscribed and these programs would be an ideal resource in stretching the impact of our brownfield program.

We have a number of incentives to leverage investment in Target Area brownfields including the following: 1) Baker City and La Grande Opportunity Zones (OZs) to encourage investment through capital gains tax incentives (the most promising OZ fund in the region is the Oregon Community Capital Fund); 2) Baker City and La Grande Enterprise Zones to incentivize new business investments through property tax incentives; 3) the Oregon legislature authorized local governments to provide property tax exemptions of up to 75% for high priority brownfield site cleanup costs; and 4) use of tax increment financing funds generated through creation of a URA coincident with the footprint of our La Grande Focus Area. Downtown historic districts in both Target Area communities provide access to

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<sup>4</sup> City of Baker City Comprehensive Plan – Ordinance No. 3323, 6/25/2013

<sup>5</sup> City of La Grande Comprehensive Plan – Ordinance No. 3208, Series 2013

<sup>6</sup> NE Oregon Economic Development District Comprehensive Economic Development Strategy – 2018-2023



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historic preservation-related grant funds including the following: 1) Preserving Oregon and Diamond in the Rough grant offered by Oregon State Parks; 2) the Kinsman Foundation, which offers historic preservation grants; 3) the Ford Family Foundation Vital Rural Communities grant program; and 4) the National Trust for Historic Preservation, to name a few. The rural nature of the Target Area also makes US Department of Agriculture Rural Development program grants a potential funding source.

**1.c.ii. Use of Existing Infrastructure:** Baker City and La Grande are long-established cities well-served by sewer, storm and drinking water, electrical, telecommunications, natural gas, and transportation infrastructure. Baker City and La Grande have completed detailed infrastructure capacity studies that indicate no immediate infrastructure needs in our Focus Areas. Our annual budgets include funds for the prioritized maintenance of existing infrastructure. Our downtowns have mature block-based street grids with ample on-street angle-in and/or parallel parking that will support new business ventures. High speed internet is readily available from multiple service providers.

## **2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT**

### **2.a. Community Need**

**2.a.i. Community's Need for Funding:** Our region is rural in nature, see Table 2. With a small regional population base, tax revenues used to fund local government are very limited. In our region this is further exacerbated by the lack of a sales tax and the fact that 50% of land is federally owned and does not generate property taxes. On the income tax side, regional statistics in Table 2 demonstrate lower than average tax revenues due to below average median household income and labor force participation, and above average unemployment. All of these factors are also indicators of a much lower disposable income, which results in less spending, hurting the revenue of local businesses that pay business taxes.

<b>Table 2</b>	<b>Baker City</b>	<b>Baker County</b>	<b>La Grande</b>	<b>Union County</b>	<b>Oregon</b>	<b>US</b>
Population <sup>7</sup>	9,828	16,006	13,271	26,461	4.1 M	309 M
Population Density <sup>8</sup>		5.3		12.6	39.9	87.4
Median Income	\$42,006	\$43,765	\$40,750	\$46,228	\$56,119	\$57,652
Labor Force Participation Rate	53.8%	52.1%	62.0%	58.2%	62.2%	63.4%
Unemployment	8.6%	7.3%	7.9%	6.5%	6.8%	6.6%

Unless otherwise indicated, data is from US Census Bureau 2017 American Community Survey.

All of the income and tax revenue characteristics described above demonstrate the inability of local government to allocate funding to brownfields in a meaningful way. Even though times have generally been good in recent years, tax revenues have increased very little, and both of our Coalition partner communities are struggling to fund essential public safety functions such as fire and police, let alone find the resources to address their many brownfield challenges.

**2.a.ii. Threats to Sensitive Populations - (1) Health or Welfare of Sensitive Populations:** As indicated in Table 3, there is a high prevalence of low income and elderly people in our region. The most striking statistics are the high rate of child poverty throughout the region and the abundance of the elderly in Baker County and Baker City. Not surprisingly, with the high child poverty rates in the region, health statistics indicate a high prevalence of food insecure children and child abuse victims. Maternal statistics also suggest that pregnant women are experiencing a higher than normal incidence of health issues or may be making poor behavioral health choices.

<b>Table 3</b>	<b>Baker City</b>	<b>Baker County</b>	<b>La Grande</b>	<b>Union County</b>	<b>Oregon</b>	<b>US</b>
65 Years and Older	20.5%	21.9%	14.5%	16.7%	13.8%	13.1%
Poverty Rate	14.5%	15.3%	21.8%	17.4%	14.9%	14.6%
Child Poverty Rate	20.8%	23.8%	26.2%	22.1%	19.0%	20.3%
Food Insecure Children <sup>9</sup>		25.8%		24.7%	22.5 %	18%
Child Abuse Victims		3.32%		1.59%	1.28%	0.92%
Infant Mortality Rate		1.88%		1.28%	0.46%	0.58%
Low Birth Weight		8.33%		11.1%	6.83%	8.28%

Source: US Census Bureau 2010 Demographic Profile Data

<sup>7</sup> US Census Bureau 2018 Population Estimate

<sup>8</sup> 2010 US Census

<sup>9</sup> 2019 Baker and Union County Community Health Assessments

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The young, elderly, and pregnant women in our region are impacted directly and indirectly by brownfields every day. Our brownfield-ridden commercial districts are frequently visited by these sensitive receptors as they access the goods and services of everyday life, leading to exposure to brownfield contaminants. They are also more likely to live adjacent to brownfields due to depressed property values and cheaper rents near brownfields. Finally, these sensitive populations are disproportionately exposed to brownfield-related blight, causing mental distress and associated health impacts such as anxiety and high blood pressure. As proven by many studies, a reduction in blight will have a commensurate impact in reducing crime and improving public health.

**(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions:** Baker and Union counties have substantially higher than State of Oregon averages of diseases/conditions as indicated in Table 4. The high incidence of these diseases/conditions is also evident in premature death rates,

which exceed state averages in both counties. Addressing brownfields will substantially aid in mitigating the cumulative exposure of Target Area residents to contamination associated with brownfields and other cumulative sources of contamination that may be contributing to these high rates of disease. Poor behavioral health decisions may be contributing to

<b>Table 4</b>	<b>Baker County</b>	<b>Union County</b>	<b>Oregon</b>
Cancer	13.8%	12.7%	7.9%
Heart Attack	12.2%	7.8%	4.0%
Stroke	61.2%	56.7%	54.3%
Cardiovascular Disease	13.4%	11.0%	7.9 %
Asthma	6.1%	6.0%	2.9%
Birth Defects	8.33%	11.1%	6.83%
Total Tobacco Use	27.3%	24.3%	20.9%

Source: 2019 Baker and Union County Comm. Health Assessments

these rates as well. For example, Union County ranks first amongst Oregon's 36 counties in non-heroin drug overdose hospitalizations<sup>10</sup>. Tobacco use is also well above Oregon averages, particularly smokeless tobacco use, which is more than three times the state average.

**(3) Economically Impoverished/Disproportionately Impacted Populations:** EPA's Environmental Justice tool "EJSCREEN" demonstrates that minority and low-income people that live in and frequent our brownfield ridden commercial districts are disproportionately impacted. Table 5 compares environmental justice indices and demographics from select commercial districts. In La Grande, three census block groups (7003, 8003, and 8002) adjacent to the Island Avenue and Adams Avenue commercial corridors were selected for comparison. In Baker City, two census block groups (2002 and 3002) that encompasses the downtown and Broadway commercial districts were selected. These data demonstrate that economically impoverished, minority, and sensitive populations are disproportionately impacted by brownfields. EPA grant funding we help us to revitalize brownfields, thereby reducing health threats being experienced by the underserved in our community.

<b>Table 5 – EJ Index or Demographic Data</b>	<b>Baker City</b>	<b>Baker City Focus Area</b>	<b>La Grande</b>	<b>La Grande Focus Area</b>	<b>Oregon</b>
Air Toxics Cancer Risk	63	65	66	73	57
Respiratory Hazard Index	64	66	67	74	60
Lead Paint Indicator	19	30	30	74	22
% Minority	8%	8%	13%	15%	23%
Low Income Population	46%	49%	45%	46%	35%
Age under 17 & over 65	27%	31%	20%	39%	30%

All EJ Index values are state percentiles. The region is Baker and Union counties.

## **2.b. Community Engagement:**

**2.b.i. and 2.b.ii. Project Partners and Roles:** The Coalition will form a Brownfield Advisory Committee (BAC) inviting the organizations listed below and other interested community stakeholders to join.

This will be the primary mechanism to keep project partners actively engaged and informed throughout the project. BAC meeting locations will alternate between Baker City and La Grande.

A unique community engagement element of our program is our link to the BTI Brownfields Class and EOU Sustainable Rural Systems curriculum. Students from these programs will plan and/or present on project topics at each BAC meeting.

<sup>10</sup> <https://www.oregon.gov/oha/PH/PreventionWellness/SubstanceUse/OPIOIDS/Pages/data.aspx>

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The following project partners have indicated their interest in collaborating with BTI and its Coalition partners in addressing brownfields in Baker City and La Grande: Karen Homolac, brownfields coordinator with Business Oregon, which has and will continue to provide monetary and technical support for our program (503-986-0191; karen.homolac@oregon.gov); Katie Daugherty, DEQ, which will provide petroleum eligibility letters, and regulatory oversight on an as-needed basis (503-229-6748, katie.j.daugherty@state.or.us); Lisa Dawson, executive director of Northeast Oregon Economic Development District managed a \$400K FY2012 EPA brownfield assessment grant and will use the knowledge she gained in this role to communicate with her economic development constituents throughout Baker and Union counties regarding our brownfield program (541-519-7699; lisadawson@neoedd.org); Debbie Poe, president of Historic Baker City, Inc., will represent the interests of downtown Baker City business owners (541-403-0483; dpoe@bisnett.com); Lori McKay, executive director of La Grande Main Street Downtown, will represent the interests of downtown La Grande business owners (541-963-1223; director@lagrandemainstreet.org); Bryan Tweit, manager of HatchLab Baker, will be the voice for the region's entrepreneurs and small business owners (541-519-5377; bryan@hatchthefuture.org); Dale Inslee, executive director of the Northeast Oregon Housing Authority will represent the economically disadvantaged communities that it serves (541-963-5360; daleinslee@neoha.org); and Margaret Davidson, executive director of Community Connection of Northeast Oregon, Inc., will represent the elderly and disabled sensitive populations that it serves throughout the region (541-963-3186; margaret@ccno.org). Each project partner will be given the opportunity to champion specific brownfield sites, advocating for site selection, cleanup or reuse planning funding approval by Coalition partners.

**2.b.iii. Incorporating Community Input:** Community engagement has been an important element of BTI's brownfield program from its inception. Over the 6-year history of the program, one or more community meetings has been held annually. Discussion regarding applying for EPA brownfield grant funding has long been a topic of discussion at these meetings. We will communicate project progress and solicit input from the local community using the following tools:

- Create a website within 3 months of project initiation. Information posted on the website will include the following: 1) project-specific fact sheets; 2) a calendar indicating the project schedule and notices of upcoming meetings; and 3) links to the EPA and other brownfield websites.
- Hold a minimum of five public meetings (see Section 3.a.i. for schedule), the first of which was held on November 21, 2019. These meetings will include a presentation regarding project progress given by BTI students and interactive exercises intended to engage attendees in providing their ideas regarding our brownfield program.
- Use of local print/online media (Baker City Herald and La Grande Observer) to report project progress and publicize upcoming public meetings.
- We will attend and present information regarding the project at industry trade group meetings and club meetings (Elks, Eagles, Rotary, etc.) averaging two per year over the life of the project.

At all meetings special accommodations will be made available to ensure the participation of people with disabilities and non-English speakers.

To ensure that community input is considered, responded to, and in many cases adopted, the following actions will be taken: 1) we will publish the results of meeting data gathering efforts and other input received to ensure transparency amongst stakeholders; 2) we will actively work to enhance the leadership capacity of community members and groups to empower them in being heard; and 3) we will describe how project decisions were affected by community input and explain how this input positively influenced the economic, social, and environmental successes of the project.

### **3. TASK DESCRIPTIONS, COST ESTIMATES, and MEASURING PROGRESS**

#### **3.a. Description of Tasks/Activities:**

**3.a.i. Project Implementation:** The Coalition has already selected a Qualified Environmental Professional (QEP) to assist with the project if the GRANT is awarded. As the grantee, BTI procured the QEP. Procurement and contracting were completed in accordance with BTI internal rules and with 2 Code of Federal Regulations (CFR) § 200.317-326. Advanced procurement of a contractor experienced with EPA brownfield grant projects will allow the Coalition to begin the project as soon as funds are available. For each task below implementation elements and task lead are described. The project schedule and task outputs are discussed following the task descriptions.

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**Task 1 – Cooperative Agreement (CA) Oversight and Reporting:** Task 1 will include: 1) general CA compliance oversight, 2) quarterly progress reporting, 3) annual disadvantaged business enterprise (DBE) and federal financial report (FFR) reporting, 4) Property Profile Form submission and updates in the Assessment, Cleanup and Redevelopment Exchange System (ACRES) database and 5) a final report summarizing accomplishments, outcomes, outputs, lessons learned and resources leveraged.

**Task Lead:** BTI/Baker School District 5J with support from the QEP.

**Task 2 – Community Engagement:** The Coalition will begin the process to establish the BAC upon notice of award so that it is in place to guide community engagement as soon as GRANT funds are available. The community engagement task will include the following: 1) preparation of a public involvement plan; 2) two to three BAC meetings per year (earlier in the project) and at least four GRANT-related community events held in both Baker City and La Grande; 3) outreach materials; 4) solicitation, consideration, and response to community input; and 5) coordination of meetings with property owners to encourage brownfield reuse and participation in the project. BTI students have historically played a large role in community engagement activities and it is our intent to have them and EOU students continue to do so.

**Task Lead:** BTI with support from BTI and EOU students, coalition partners, and the QEP.

**Task 3 – Site Prioritization and Phase I and II Environmental Site Assessments (ESAs):** The BTI brownfield class has already created an inventory of Target Area brownfields. We will develop a site prioritization system that will be used to aid in selecting properties from this inventory for project participation. Site selection decisions will be made collaboratively by BTI and Coalition partners.

We anticipate completing Phase I ESAs at 20 sites, including two or more sites in each Coalition partner jurisdiction. Intake of a property will be immediately followed by completion of an eligibility determination form and access agreement. Phase I ESAs will be performed in accordance with the All Appropriate Inquiries (AAI) Final Rule and the ASTM International (ASTM) E1527-13 Phase I ESA standard. A completed AAI checklist will be included as an appendix in each Phase I ESA. A comprehensive quality assurance project plan (QAPP) will be prepared to govern Phase II ESA quality control and will conform to EPA and Oregon DEQ requirements. We anticipate completing Phase II ESAs in accordance with ASTM 1903-11 at 12 sites. For each Phase II ESA, we will complete a sampling and analysis plan (SAP), materials for National Historic Preservation Act and Endangered Species Act compliance, and a 29 CFR §1910.120 compliant site-specific health and safety plan.

**Task Lead:** BTI will facilitate site access and our QEP, as directed by BTI, will complete all technical deliverables for this task.

**Task 4 – Remedial, Reuse, and Area-Wide Planning:** We anticipate completing four site-specific remedial action or reuse plans (at least one in each Coalition partner jurisdiction) and two area-wide plans (AWPs) within the project Focus Areas (one in Baker City and one in La Grande).

**Task Lead:** Coalition partner planning staff will lead reuse and AWP planning, and as directed by BTI, our QEP will lead remedial action planning.

**3.a.ii. Anticipated Project Schedule:** The schedule graphic below demonstrates successful project implementation during the 3-year period of performance. BAC and public meetings have been scheduled on the same dates as were practical to maximize project efficiency.

Task No.	Task Name	Description	FY 2020		FY 2021				FY 2022				FY 2023				FY 24
			Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
A	Funding Decision & Cooperative Agreement	Funding Announcements	+														
		Prepare CA Work Plan	+														
		Cooperative Agreement Issued		+													
1	Oversight & Reporting Activities	Quarterly Reporting			+	+	+	+	+	+	+	+	+	+	+	+	+
		Annual DBE Reports															
		ACRES Database Submittals															
		Final Report															
2	Community Engagement	Public Involvement Plan															
		BAC Meetings		+	+	+	+	+	+	+	+	+	+	+	+	+	+
		Public/Stakeholder Meetings		+	+	+	+	+	+	+	+	+	+	+	+	+	+
		Webpage Updates															
3	Site Selection and ESAs	Site Prioritization															
		QAPP Preparation/Approval															
		Phase I ESAs															
		SAPs & NHPA/Endangered Species															
4	Planning	Phase II ESAs															
		Remedial and Reuse Planning															
		Area-Wide Planning															

**3.a.iii. Task Activity Lead:** Identified along with task descriptions in Section 3.a.i.

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**3.a.iv. Outputs:** Task outputs are identified and quantified (as appropriate) in the table below.

<b>Task 1 – CA Oversight and Reporting</b> <ul style="list-style-type: none"> <li>Quarterly reports with budget status tables (12)</li> <li>Annual DBE reports (3)</li> <li>Annual FFR report (3)</li> <li>Final project closeout report (1)</li> <li>ACRES updates (20)</li> </ul>	<b>Task 2 – Site Selection &amp; ESAs</b> <ul style="list-style-type: none"> <li>Prioritized brownfield inventory (1)</li> <li>Eligibility forms and access agreements (20)</li> <li>Phase I ESA reports (20)</li> <li>EPA-approved QAPP (1)</li> <li>National Historic Preservation Act and endangered species screens (12)</li> <li>Site-specific health and safety plans (12)</li> <li>Phase II ESA reports (12)</li> </ul>
<b>Task 3 – Community Engagement</b> <ul style="list-style-type: none"> <li>Public Involvement Plan (1)</li> <li>Public, BAC and prop. owner meeting notes (~20)</li> <li>Project webpage (~10 updates)</li> <li>Press releases, fact sheets, and educational materials (to be determined)</li> </ul>	<b>Task 4 – Cleanup, Reuse and AWP Planning</b> <ul style="list-style-type: none"> <li>Remedial action plans (e.g. Analysis of Brownfield Cleanup Alternatives) (2)</li> <li>Site-specific reuse plans (2)</li> <li>AWPs (2)</li> </ul>

**3.b. Cost Estimates:**

Project cost estimates are provided by task below. BTI personnel costs are based on a rate of \$60/hour (\$35 salary and \$25 fringe). QEP costs are based on an average rate of \$130/hour. All non-site-specific costs are split 70%-30% haz. sub.-petroleum based on anticipated project type.

**Task 1: CA Oversight and Reporting (\$40,000) – Personnel:** \$14,400 (240 hours for conference attendance, technical and financial management, and reporting). **Travel:** \$4,800: Two BTI personnel attend one national and one local brownfield conference (airfare to national conference [\$400/person = \$800]; conference fees, hotel, meal, rental car, and incidental costs [\$500/2 staff/2 days local transportation, meals, lodging/2 conferences = \$4,000]). **Contractual** \$20,800 (160 hours for reporting and project management).

**Task 2: Community Engagement (\$36,600) – Personnel:** \$14,400 (240 hours for meeting planning, attendance and input evaluation, outreach material preparation and website construction/maintenance); **Supplies:** \$4,000 (Purchase of materials for posters and other meeting engagement tools made by BTI/EOU students); **Contractual:** \$18,200 (140 hours for meeting planning, attendance and input evaluation, and outreach material preparation).

Budget Category		Task 1 – CA Oversight and Reporting	Task 2 – Community Engagement	Task 3 – Site Prioritization and ESAs	Task 4 – Cleanup/Reuse Planning	Total
Haz. Subs.	Personnel/Fringe*	\$10,080	\$10,080	\$5,040	\$5,040	\$30,240
	Travel	\$3,360	\$0	\$0	\$0	\$3,360
	Contractual	\$14,560	\$12,740	\$263,187	\$72,000	\$362,487
	Equipment/Supplies	\$0	\$2,800	\$0	\$0	\$2,800
	Other	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$28,000	\$25,620	\$268,227	\$77,040	\$398,887
Petroleum	Personnel/Fringe*	\$4,320	\$4,320	\$2,160	\$2,160	\$12,960
	Travel	\$1,440	\$0	\$0	\$0	\$1,440
	Contractual	\$6,240	\$5,460	\$125,813	\$48,000	\$185,513
	Equipment/Supplies	\$0	\$1,200	\$0	\$0	\$1,200
	Other	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$12,000	\$10,980	\$127,973	\$50,160	\$201,113
<b>TOTAL BUDGET</b>		<b>\$40,000</b>	<b>\$36,600</b>	<b>\$396,200</b>	<b>\$127,200</b>	<b>\$600,000</b>

\*Average for personnel/fringe weighted by involvement: \$35.00/hour personnel+\$25.00/hour fringe = \$60/hour

**Task 3 Site Prioritization & ESAs (\$396,200) – Personnel** \$7,200 (120 hours for site prioritization and selection and ESA oversight); **Contractual** \$389,000 (site prioritization \$10,400 [80 hours]; Phase I ESAs (including eligibility form and access agreement) \$100,000 [14 haz. sub. and 6 petro x \$5,000/each]; QAPP \$5,200 [40 hours]; Phase II ESAs including SAPs/Eligibility Determinations \$273,400 [8 haz. sub. & 4 petro x \$22,783.33/each including 80 hours labor, \$4,600 lab testing and

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\$7,783.33 for drilling, subgrade utility locates, and investigation-derived waste disposal)). All Task 3 costs are associated with Phase I and II ESAs except site prioritization. **A total of \$385,800, 64% of total funding, has been budgeted for Phase I and II ESAs.**

**Task 4: Cleanup/Reuse/AWP Planning (\$127,200) – Personnel: \$7,200** (120 hours for planning oversight); **Contractual: \$120,000** (Cleanup and/or Reuse Plans - 4 plans [2 x haz & 2 x petro] x \$15,000/each [461.5 hours]; AWP – 2 plans x \$30,000/each split 70%-30% between haz-petro)[461.5 hours]).

**3.c. Measuring Environmental Results:** The Coalition has established a methodology to measure and evaluate project progress in achieving our expected outputs and outcomes. On a quarterly basis, coincident with completion of quarterly progress reports, we will complete the following: 1) compare output/outcome goals to those achieved (see table below); and 2) evaluate the sufficiency of remaining budget and time to complete remaining goals. By tracking results beginning at project inception, we will be able to monitor whether goals are being achieved in an efficient manner and take corrective actions early should results be noted to be lagging and/or achieving expected outputs and outcomes is considered to be at risk. All final results will be report in the ACRES database and in the Closeout Report prepared at the end of the project.

<b>OUTPUT Categories</b>	<b>Work Plan Goal</b>	<b># this Quarter</b>	<b># to Date</b>	<b># Outstanding</b>	<b>Next Steps / Corrective Measures</b>
Phase I ESAs / Phase II ESAs	20 / 12				
Cleanup/Reuse/AWP Plans	2/2/2				
Number of BAC Meetings	7				
Number of Outreach Events	4				
<b>OUTCOME Tracking Categories</b>					<b>Result</b>
Number of Properties/Acres Made Shovel-Ready for Reuse					
Square Feet of New/Renovated Commercial, Mixed-Use and Residential Space					
Number of Real Estate Transactions Facilitated					
Number of Jobs Directly and Indirectly Created					
Number of Community Amenities Created					
Number of Properties where Blight was Eliminated					
Amount of Funding Leveraged					

#### **4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE**

##### **4.a. Programmatic Capability**

**4.a.i. Organizational Structure:** The Coalition, led by BTI, will use a collaborative governance structure to consider the interests of each partner. Each Coalition partner will be given equal weight in making decisions regarding site selection and re-use/AWP funding decisions. A Memorandum of Agreement (MOA) with the Baker School District 5J (SD) is attached, and a MOA with other Coalition partners describing governance structure will be executed before the project begins. The Coalition has ample capacity to successfully manage and complete the grant, some of which is sourced from BTI's student-led brownfield program that has been operating since 2014. When needed, BTI has access to Coalition partner resources and staff with expertise including planning, economic development, and public engagement. The Coalition has procured a QEP experienced with EPA brownfield grants to assist with the project. Having this QEP procured in advance of grant award will ensure an efficient project start by avoiding procurement during the grant term.

**4.a.ii. Description of Key Staff:** As the applicant/grantee, BTI/Baker SD staff listed below will manage all grant related technical, administrative and programmatic tasks.

**Doug Dalton, President:** Mr. Dalton will serve as Project Manager, overseeing all phases of the project. He has been employed by BTI/Baker SD since 2009 and has led BTI's brownfield programs since its inception in 2014. He has led all program legal, financial and real estate (he is a licensed real estate broker in Idaho and Oregon) components required in making the program successful. Additionally, Mr. Dalton brings years of executive experience with various corporations including both large publicly traded entities and start-up companies.

Together, Mr. Dalton and Ms. Langrell, and her predecessor Megan Alameda, have built the only high school program in the nation with a brownfield-based curriculum. Through a partnership with Eastern Oregon University, they are currently creating a post-secondary program as well.

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Robbie Langrell, Director of Programs: Ms. Langrell is lead instructor for the BTI Brownfields Class and will serve as Assistant Project Manager. She will manage all student-led activities. Ms. Langrell is in her sixth year of teaching, and in her second year at BTI. She received her bachelor's degree in Secondary Education with a minor in Science as well as her master's degree in Curriculum with an emphasis in Science, and as a result is well-versed in the technical aspects of environmental cleanup projects.

Michelle Glover, Business Manager: Ms. Glover will work with the Project Manager in managing all financial aspects of the project. Ms. Glover has 29 years of finance experience, 12 in the banking industry followed by 17 years in public education finance. She has demonstrated experience in managing the complex business functions of school districts. Her attention to detail and leadership abilities make her an asset to any team.

Coalition Partner Key Staff: We recognize that with BTI as grantee and Coalition lead, it will be necessary to work very closely with our local government Coalition partners to integrate our brownfield program with the reuse strategy developed by these partners. The importance of this close working relationship has been discussed, and our Coalition partners are committed to fulfilling this role. Coalition partners designated to leading GRANT activities for their organization are as follows: 1) Peter Geissinger, Dean and Professor of College of Science, Technology, Mathematics, and Health Sciences at EOU; 2) Robin Nudd, Human Resources/Community Development Administrator for Baker City; and 3) Kyle Carpenter, Environmental/Regulatory Superintendent for La Grande. Ms. Nudd and Mr. Carpenter will educate and inform BTI regarding reuse strategies for their respective jurisdictions and ensure that all project activities are consistent with these strategies.

4.a.iii. Acquiring Additional Resources: During its period of operation, BTI students and staff have prepared multiple Request for Proposal solicitations; reviewed proposals; and selected, contracted with, and directed consultants. This has included a procurement process used to select the QEP under contract to assist in the implementation of all GRANT activities. BTI will abide by EPA procurement requirements (2 CFR § 200.317-326) in procuring additional project resources.

**4.b. Past Performance and Accomplishments (4.b.i.: Not applicable)**

4.b.ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

(1) Purpose and Accomplishments: Information regarding three of the five Business Oregon grants (totaling \$535K) received by BTI/Baker SD since 2014 is provided below.

**(A) 2014 Oregon Brownfields Cleanup Fund Grant (\$200K):** BTI/Baker SD used this grant to assess and cleanup the Ostwald Machine Shop property, which was donated to BTI/Baker SD. Assessment activities included soil and groundwater sampling. Cleanup activities included building demolition and contaminated soil removal. Following cleanup, regulatory closure was received, and BTI/Baker SD sold the property. Proceeds from the property sale have been used by BTI for other brownfield projects.

**(B) 2016 Oregon Brownfields Cleanup Fund Grant (\$200K):** BTI/Baker SD is using this grant to assess/cleanup the historic International Order of Odd Fellows (IOOF) Building located in downtown Baker City. The property was donated to BTI/Baker SD. Assessment activities included sampling soil/groundwater/regulated building materials. BTI is currently evaluating cleanup options and costs for elevated lead and arsenic detected in soil at the property. BTI/Baker SD intends to sell the property after cleanup has been completed. Sale proceeds will be shared by BTI and the IOOF. BTI will use its proceeds for other brownfield projects.

**(C) 2018 Oregon Brownfields Cleanup Fund Grant (\$60K):** BTI/Baker SD is using this grant to evaluate the environmental condition of the Central Building, a historic building built in 1917 that housed Baker City's high school/middle school operations for 90 years. It has been vacant for more than a decade since school operations ceased. Work funded to date has included a regulated building materials survey and a Phase I ESA.

(2) Compliance with Grant Requirements: **(A) 2014 Grant:** BTI/Baker SD complied with all administrative and financial reporting requirements over the life of this grant. This grant was successfully completed and closed by Business Oregon in 2016. **(B) 2016 Grant:** BTI/Baker SD complied with all administrative and financial reporting requirements over the life of this grant. This grant remains active, with approximately 50% of grant funds remaining. **(C) 2018 Grant:** BTI/Baker SD has complied with all administrative and financial reporting requirements of this grant. This grant remains active with approximately 25% of grant funds remaining.

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THRESHOLD CRITERIA RESPONSE



# BTI, EOU, Baker City & La Grande Coalition

## FY2020 US EPA Brownfield Assessment Coalition Grant Application

### Threshold Criteria Response

**1. Applicant Eligibility:** Baker Technical Institute is a nonprofit organization. Documentation regarding this status, including tax-exempt status under section 501(c)(3) of the Internal Revenue Code, is provided in Attachment A.

Eastern Oregon University (EOU) is defined as a public university in Oregon Revised Statute (ORS) 352.002. ORS 352.033 Status of public universities stipulates that “A public university listed in ORS 352.002 is a governmental entity performing governmental functions and exercising governmental powers.” An EOU commitment letter is provided in Attachment B.

Baker City and La Grande are defined as “general purpose units of local government” as that term is defined in 2 Code of Federal Regulations § 200.318 and are therefore eligible coalition partners. Baker City and La Grande commitment letter are provided in Attachment B.

**2. Community Involvement:** In support of this grant application, BTI/EOU hosted a Brownfield Revitalization Program Community Outreach Event at EOU’s Rural Engagement & Vitality (REV) Center in La Grande, Oregon on November 21, 2019 to inform and engage the public in our brownfield revitalization program and grant application efforts. The proposed Target and Focus areas were presented at the community meeting during a presentation led by BTI students that was provided to inform the public about the geographic scope of the revitalization program. A Q&A session followed the presentation.



*Nov. 21, 2019 BTI-Led Public Meeting*

Community involvement has been an integral part of BTI’s brownfield program from the start. The benefits of community involvement were viewed as three-fold: 1) it allowed students to connect with their community and experience a real-world example of “making a difference” at a grass roots level, 2) it provided students with valuable public speaking experience, and 3) brought many more people to the meeting that were interested in not only the brownfield topic, but also in supporting the BTI students.



*Inaugural BTI-Led Public Meeting in 2015*

Community involvement is also a key element of EOU’s *Sustainable Rural Systems* curriculum. The program mission statement is “The EOU REV Center partners with rural communities to create a resilient future and transform challenges into opportunities through applied research, public policy analysis+ and **community education and outreach programs**”. One of its six core values is:

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**Threshold Criteria Response**

***Facilitating Solutions-Oriented Public Engagement:*** *Generate the knowledge needed to overcome the obstacles and emerging issues facing rural communities. Increase engagement in solution-oriented processes by connecting communities to existing forums for public input and creating working groups cutting-edge research and think-tank resources.*



*BTI Student Panel at 2016 Oregon  
Brownfield Conference*

The *Sustainable Rural Systems* curriculum will go live during the 2020/2021 academic year, coincident with the EPA's 2020 fiscal year, and we expect that students in the program, just like BTI students.

For each community outreach meeting held throughout the project, BTI/EOU students will solicit public input regarding health and welfare issues and revitalization opportunities, utilizing tools such as direct mailings and email campaigns. Sustained outreach to a full range of stakeholders will assure project activities align with community vision. BTI/EOU students will lead all aspects of community involvement efforts (strategy, meeting planning and meeting implementation). Coalition partners Baker City

and La Grande also have pledged to assist with outreach efforts amongst their constituents and within their jurisdictional geographic areas. All programs and meetings will comply with the Americans with Disabilities Act. If needed, translation services will be provided.

**3. Expenditure of Assessment Grant Funds:** BTI affirms that it does not have an active EPA Brownfields Assessment Grant.

## Theshold Criteria Response - Attachment A

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BTI Articles of Incorporation and Bylaws

# ARTICLES OF INCORPORATION



Corporation Division  
[www.filinginoregon.com](http://www.filinginoregon.com)

**E-FILED**  
May 02, 2016  
**OREGON SECRETARY OF STATE**

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**REGISTRY NUMBER**

121236491

**TYPE**

DOMESTIC NONPROFIT CORPORATION

**1. ENTITY NAME**

BAKER TECHNICAL INSTITUTE

**2. MAILING ADDRESS**

1011 COMMERCIAL ST NE  
SALEM OR 97301 USA

**3. NAME & ADDRESS OF REGISTERED AGENT**

MARK B COMSTOCK  
  
1011 COMMERCIAL ST NE  
SALEM OR 97301 USA

**4. INCORPORATORS**

MARK B COMSTOCK  
  
1011 COMMERCIAL ST NE  
SALEM OR 97301 USA

**5. TYPE OF NONPROFIT CORPORATION**

Public Benefit

**6. MEMBERS?**

No





## 7. DISTRIBUTION OF ASSETS

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## 8. OPTIONAL PROVISIONS

The corporation elects to indemnify its directors, officers, employees, agents for liability and related expenses under ORS 65.387 to 65.414.

By my signature, I declare as an authorized authority, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

## ELECTRONIC SIGNATURE

### NAME

MARK B COMSTOCK

### TITLE

INCORPORATOR

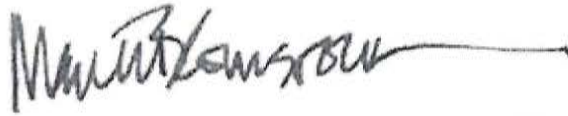
### DATE SIGNED

04-30-2016

**WAIVER OF SOLE INCORPORATOR**  
**OF**  
**BAKER TECHNICAL INSTITUTE**

I, Mark B. Comstock, being the Sole Incorporator named in the Articles of Incorporation of Baker Technical Institute (the "Corporation"), which Articles of Incorporation were submitted to the Oregon Secretary of State, Corporation Division, hereby waive all right, title and interest in and to any stock or property of the corporation and any right in the management thereof.

DATED this 3rd day of May, 2016.

A handwritten signature in dark ink, appearing to read 'Mark B. Comstock', with a long horizontal flourish extending to the right.

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Mark B. Comstock

**WRITTEN CONSENT IN LIEU OF THE FIRST MEETING  
OF THE BOARD OF DIRECTORS  
OF  
BAKER TECHNICAL INSTITUTE**

Pursuant to ORS 60.341 and in lieu of the first meeting of the Board of Directors of the above-named Oregon corporation (the "Corporation"), the directors of the Corporation, unanimously agree to the following resolutions effective May 2, 2016:

**APPROVAL OF ARTICLES OF INCORPORATION**

RESOLVED: That the Articles of Incorporation of the Corporation, which have been presented to and received by each director of the Corporation and which were received and filed by the Secretary of State for the State of Oregon, shall be and hereby are approved. A copy thereof shall be inserted in the Minute Book of the Corporation.

**APPROVAL OF WAIVER OF SOLE INCORPORATOR**

RESOLVED: That the Waiver of Sole Incorporator, which has been presented to and reviewed by each director of the Corporation, and the Sole Incorporator of the Corporation having waived all right, title and interest in and to any stock or property of the Corporation and any right in the management thereof, shall be and hereby is accepted and approved. Such Waiver shall be inserted in the Minute Book of the Corporation.

**APPROVAL OF BYLAWS**

RESOLVED: That the Bylaws of the Corporation, for the regulation of the business and affairs of the Corporation, which have been presented to and reviewed by each director of the Corporation, shall be and hereby are adopted and approved as the Bylaws of the Corporation. Such Bylaws shall be inserted in the Minute Book of the Corporation.

**MERGER OF OFFICES**

RESOLVED: That pursuant to Article 5, Section 1 of the Bylaws, the offices of President and Vice President are hereby merged under the title of President, and the offices of Secretary and Treasurer are hereby merged under the title of Secretary.



### **ELECTION OF OFFICERS**

RESOLVED: That each of the following persons shall be and hereby is elected to serve as an officer of the Corporation, to hold the following office or offices until the next annual meeting of the Board of Directors, until his/her earlier resignation or removal or until his/her successor is chosen and shall qualify:

Chairperson	Andrew Bryan
President	Douglas Dalton
Secretary/Treasurer	Kevin Cassidy

### **DESIGNATION OF BANKING DEPOSITORY**

RESOLVED: That US Bank, National Association, at any of its offices, is hereby designated the banking depository of this Corporation, that the Board of Directors may change or add banking depositories from time-to-time, and the following officers or employees are hereby authorized to sign, on behalf of the Corporation, orders for payment or withdrawal of money when drawn against its checking account(s):

Douglas Dalton - President

Kevin Cassidy – Secretary/Treasurer

BE IT FURTHER RESOLVED: That the form of resolution set forth upon the signature card for such account with such bank is added to and made a part of this resolution by incorporation.

### **AUTHORIZATION TO AMORTIZE ORGANIZATIONAL COSTS**

At this time the Corporation's attorney stated that the Corporation should authorize its officers to elect the amortization of the Corporation's organizational expenditures. Pursuant to Section 248 of the Internal Revenue Code, such expenditures are allowed as a deduction ratable over a period of not less than 60 months, if an election expressed in the form of a statement is attached to the Corporation's tax return for the taxable year in which it begins its business. It was also suggested that the individuals who advanced certain sums on behalf of the Corporation to pay for the incorporation procedure and other expenses be reimbursed in full. After discussion, and upon motion duly made and seconded, the following resolutions were adopted:



RESOLVED: That the Corporation's officers and employees are hereby authorized to execute all statements and documents required to file an election to amortize the organizational expenditures incurred by the Corporation as an Oregon corporation.

BE IT FURTHER RESOLVED: That the Corporation shall fully reimburse all individuals for sums which have been advanced on behalf of the Corporation to pay for the incorporation procedure and other expenses related thereto.

#### **FISCAL YEAR**

RESOLVED: That the fiscal year of this Corporation shall end on the 31st day of December of each year hereafter.

#### **REGISTERED AGENT**

RESOLVED: That the registered agent of the Corporation upon whom process may be served is Mark B. Comstock.

BE IT FURTHER RESOLVED: That the registered office of the Corporation shall be located at 1011 Commercial St NE Salem, Oregon 97301.

#### **ACCOUNTANT**

RESOLVED: That Oster Professional Group CPA's LLP and Mitch Saul, Certified Public Accountant, at 101 NE 1<sup>st</sup> Avenue, John Day, Oregon 97845, shall be retained as the Corporation's accountant until further notice.

#### **LEGAL COUNSEL**

RESOLVED: That Mark B. Comstock of the law firm of Garrett Hemann Robertson P.C. ("ghr"), at 1011 Commercial Street N.E., Salem, Oregon 97301, shall be engaged to perform whatever legal services are needed by the corporation until further notice. The shareholders, officers and directors have been advised, and have acknowledged, that ghr represents the corporation only and does not represent the shareholder(s), officer(s) and/or the director(s) in matters substantially related to the operation of the corporation. Each of the shareholder(s), officer(s) and director(s) acknowledges that they have: been advised to seek independent legal counsel in any matters relating to which their interests are adverse to the interests of the corporation; advised ghr that they have no secrets or confidences which have been or will be disclosed to ghr which may not be disclosed to the corporation and/or its shareholders, officers and directors; and agreed to advise ghr of any circumstance in which it is believed that ghr is advocating something for the corporation which ghr should oppose on behalf of

any or all of the shareholder(s), officer(s) or director(s), and there are no actual or intended third-party beneficiaries of the legal work provided by ghr to the corporation.

#### **MILEAGE EXPENSES**

RESOLVED: That should it be necessary to use the private automobile of any employee, officer or director in the business of the Corporation, the Corporation shall reimburse such employee, officer or director for the use of his private vehicle in any sum equal to the maximum amount allowable by the Internal Revenue Service.

#### **PLACE OF BUSINESS**

RESOLVED: That the Corporation shall utilize business space located at 2090 4<sup>th</sup> Street Baker City, Oregon 97814 from Baker School District for its place of business.

#### **BORROWING**

RESOLVED: That the President or the Secretary is authorized to negotiate loans from any lenders up to but not exceeding \$100,000.00, with interest thereon and terms which are, in the best judgment of the President or the Secretary, acceptable to the Corporation.

#### **CREDIT ACCOUNTS**

RESOLVED: That the President and Secretary are authorized to apply for and maintain corporate credit accounts, up to but not exceeding \$75,000 per account, which the corporate officers may deem necessary for the operation of the business.

BE IT FURTHER RESOLVED: That the only authorized signatures on such corporate credit accounts shall be:

President – Doug Dalton

Secretary – Kevin Cassidy

BE IT FURTHER RESOLVED: That the form of resolution set forth on the signature cards for such credit accounts with such organization is added to and made a part of this resolution.

### **EMPLOYEE, OFFICER AND DIRECTOR BUSINESS EXPENSE REIMBURSEMENT**

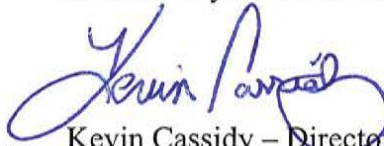
RESOLVED: That should it be necessary for an employee, officer, or director of the Corporation to incur expenses on behalf of the Corporation, the Corporation shall reimburse such employee, officer, or director for such expenses upon the presentation to the Corporation by the employee, officer, or director of receipts for such expenses pursuant to the Company Employee, Officer, or Director Business Expense Reimbursement Policy attached hereto as Exhibit "A" and by this reference made a part hereof.

### **RATIFICATION OF ACTS**

We, the undersigned, being all of the directors of the above Corporation, do hereby unanimously approve the above resolutions and we do hereby waive any and all irregularity in the adoption of these resolutions and do hereby consent to all actions.



Andrew Bryan – Director



Kevin Cassidy – Director



Doug Dalton – Director

### **BAKER TECHNICAL INSTITUTE**

## **EMPLOYEE OFFICER AND DIRECTOR BUSINESS EXPENSE REIMBURSEMENT POLICY**

### **REIMBURSEMENT AND ADVANCES**

From time to time, it is necessary for an employee, officer or director of the corporation to incur expenses on behalf of the corporation and the corporation shall reimburse such employee, officer or director for such expenses upon the presentation to the corporation by the employee, officer or director of receipts for such expenses pursuant to this reimbursement policy. In addition, corporation may from time to time advance funds to an employee, officer or director in anticipation of future business expenses in an amount reasonably calculated to not exceed the amount of the anticipated expenses and within a reasonable period of when the expenditures are expected to be incurred.

The employee, officer or director in any event is expected to substantiate expenses for which the employee, officer or director has requested reimbursement or for which the employee, officer or director received advanced funds within sixty (60) days after the expenses are paid or incurred. Any excess amount which has been advanced shall be returned to corporation within sixty (60) days after the expenses are paid or incurred.

Any amount advanced for substantiated expenses, which are subsequently determined to be nondeductible or nonbusiness expenses are considered loans from the date the amount was advanced. The loan amount is to be repaid within 60 days of the date the advance is determined to be a loan.

### **SUBSTANTIATION REQUIREMENTS**

#### **Adequate Records**

The employee, officer or director is expected to provide the Company with documentary evidence sufficient to establish each expenditure or use. (This could include one or more of the following: account book, diary, log, statement of expense, trip sheets, credit card statement, or other similar written record.) It is not necessary to record information which is reflected on a receipt so long as the account book, or other similar statement and the receipt complement each other in an orderly manner. Each element of an expenditure or use is to be recorded at or near the time of the expenditure or use.

#### **Automobile Mileage Allowances**

If the employee, officer or director uses his or her own personal automobile for business, the employee, officer, or director must provide a written record of which substantiates the time, place, and business purpose of the travel, and the mileage at the time of the request for reimbursement of expenses. The Company may also reimburse the employee, officer, or director for parking fees and tolls in addition to the mileage allowance. Employee, officer, or director

mileage allowance claims and expense reimbursement claims should be submitted to the Company within 90 days after such expenses are incurred.

Personal cars used on Company business must have a minimum insurance coverage of \$100,000.00 personal injury coverage per person, \$300,000.00 personal injury coverage per accident, and \$50,000.00 in property damage coverage.

### **Travel Away From Home**

If the employee, officer, or director travels away from home, the employee, officer, or director must provide a written record which substantiates the amount, time, place, and business purpose of the expenditures which may be aggregated if set forth in reasonable categories, such as for meals, gasoline and oil, and taxi fares. The dates of departure and return for each trip away from home, and the number of days away from home spent on business should be recorded. Business purpose is the business reason for travel or the nature of the business benefit derived or expected to be derived as a result of travel.

### **Entertainment in General**

If the employee, officer, or director incurs an expenditure for entertainment for business purposes, the employee, officer, or director must provide a written record which substantiates the amount, time, place, business purpose, and business relationship of the expense. Place is the name, if any, address or location, and designation of type of entertainment, such as dinner or theater, if such information is not apparent from the designation of the place. Business purpose should include the nature of any business discussion or activity. Business relationship is the occupation or other information relating to the person or persons entertained, including name, title, or other designation sufficient to establish the business relationship to the company.

Where entertainment directly precedes or follows a substantial and bona fide business discussion, the nature of that business discussion or business activity should be recorded in a way that does not breach rules relating to confidentiality and/or privacy.

A business discussion is not required in the case of an individual who is traveling away from home on business and claims a deduction only for his or her own meal expenses.

### **Gifts**

The elements to be proved with respect to an expenditure for a gift are amount, time, description, business purpose, and business relationship.

### **Company Provided Vehicles**

An employee, officer, or director who has the use of a Company provided vehicle is expected to keep a written record of the following information:

- (1) Mileage, including business, commuting, and other personal use;
- (2) Percentage of business use;
- (3) Date placed in service;
- (4) Use of other vehicles and after-work use; and
- (5) Evidence to support the business use claimed on the Company's income tax returns.



**NONPROFIT CORPORATION**  
**BYLAWS**  
**OF**  
**BAKER TECHNICAL INSTITUTE**

**ARTICLE 1.**

Offices

**Section 1. Place**

The principal office of the corporation in the State of Oregon shall be located at 2090 4<sup>TH</sup> Street Baker City, Oregon 97814

**Section 2. Other Offices**

The corporation may also have offices at other locations within or without the State of Oregon, as the Board of Directors may from time to time designate or as the business of the corporation may require.

**ARTICLE 2.**

Purposes

This corporation is organized by Baker School District to qualify under Internal Revenue Code §501(c)(3), and it shall have as its purpose exclusively for education or scientific purposes. Subject to these limitations and any limitations set forth in the Articles of Incorporation, the purposes of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes and §501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding future statutes).

Specifically, this corporation is organized to provide post high school technical education and training as an accredited post-secondary educational institution, and to do and perform such other acts as may be necessary or appropriate for carrying out the foregoing purposes of this corporation and in connection therewith, to exercise any of the powers granted to nonprofit corporations by the Oregon Nonprofit Corporation Law.

**ARTICLE 3.**

No Members

This public benefit non-profit corporation is organized by Baker School District No 5J to provide technical and vocational education services to post-secondary students, and shall issue no

membership certificates. The initial board of directors shall be appointed by the Baker School District Board of Directors.

#### **ARTICLE 4**

##### **Activities**

The corporation shall be restricted to activities consistent with the purposes of the corporation. No part of the net earnings of the corporation shall inure to the benefit of any private person or organization. No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation. The corporation shall not participate in, or intervene in or publish or distribute statements in any political campaign on behalf of any candidate for public office. The corporation shall not discriminate in any manner against any person on the basis of race, creed, color, national origin or sex.

#### **ARTICLE 5**

##### **Board of Directors**

##### **Section 1. General Powers**

The business and affairs of the corporation shall be managed by its Board of Directors. Directors need not be residents of the State of Oregon nor members of the corporation.

##### **Section 2. Number, Tenure and Qualifications**

The number of directors of the corporation shall be no less than three (3). Each director shall be elected to serve until the next succeeding annual meeting and until the director's successor shall have been elected and qualified.

##### **Section 3. Regular Meetings**

A regular meeting of the Board of Directors shall be held without other notice than this bylaw immediately after, and at the same place as, the annual meeting of members. The Board of Directors may provide, by resolution, the time and place, either within or without the State of Oregon for the holding of additional regular meetings without other notice than such resolution.

##### **Section 4. Special Meetings**

Special meetings of the Board of Directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place, either within or without the State of Oregon, as the place for holding any special meeting of the Board of Directors called by them.

##### **Section 5. Notice**

Notice of the date, time and place of any special meeting shall be given at least two (2) days previous thereto by written or verbal notice delivered personally or mailed to each director at the



director's business address, or by telegram. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any director may waive notice of any meeting. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these bylaws.

#### **Section 6. Telephone Conference Meeting**

Any regular or special meeting of the Board of Directors may be by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in such meeting shall constitute presence in person at the meeting

#### **Section 7. Quorum**

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than a majority is present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

#### **Section 8. Manner of Acting**

The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or these bylaws.

#### **Section 9. Vacancies**

Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors though less than a quorum of the Board of Directors. A director elected to fill a vacancy shall be elected for the unexpired term of the director's predecessor in office. Any directorship to be filled by reason of an increase in the number of directors shall be filled by election at an annual meeting or at a special meeting of members called for that purpose.

#### **Section 10. Compensation**

The directors, as such, shall not receive any stated salary for their services. By resolution of the Board of Directors, the directors may be paid their expenses, if any, for attendance at each meeting of the Board of Directors. No such payment shall preclude any director from serving the corporation in any other capacity and receiving compensation therefor.

#### **Section 11. Presumption of Assent**

A director of the corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless

the director's dissent shall be entered in the minutes of the meeting or unless the director shall file the director's written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

#### Section 12. Informal Action by Directors.

Any action that may be taken at a meeting of the directors may be taken without a meeting if a consent in writing, setting forth the action so taken and signed by all directors is included in the minutes.

### ARTICLE 5.

#### Officers

##### Section 1. Number

The officers of the corporation shall be: a chairperson of the board, a president, a secretary, and a treasurer, each of whom shall be elected by the Board of Directors. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Directors. Any two or more offices may be held by the same person, and any two or more offices may be merged by the Board of Directors.

##### Section 2. Election and Term of Office

The officers of the corporation to be elected by the Board of Directors shall be elected annually by the Board of Directors at the first meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as is convenient. Each officer shall hold office until such officer's successor shall have been duly elected and shall have qualified or until such officer's death or until such officer shall resign or shall have been removed or in the manner hereinafter provided.

##### Section 3. Removal and Resignation

Any officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Any officer may resign at any time by giving written notice to the secretary or president of the corporation.

##### Section 4. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

##### Section 5. Chairperson of the Board



The Chairperson of the board shall be an officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the board. The Chairperson shall, when present, preside at all meetings of the members and of the Board of Directors. The Chairperson may sign, with the secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of the Chairperson and such other duties as may be prescribed by the Board of Directors from time to time.

#### **Section 6. The President**

The president shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the corporation. The president shall, when present, preside at all meetings of the members and of the Board of Directors. The president may sign, with the secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, certificates for shares of the corporation, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of the president and such other duties as may be prescribed by the Board of Directors from time to time.

#### **Section 7. The Secretary**

The secretary shall:

- (a) keep the minutes of the Board of Directors' meetings in one or more books provided for that purpose;
- (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
- (c) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation under its seal is duly authorized;
- (d) have authorized charge of the books and records of the corporation; and
- (e) in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the secretary by the president or by the Board of Directors.

### Section 8. The Treasurer

If required by the Board of Directors, the treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. The treasurer shall:

- (a) have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with these bylaws; and
- (b) in general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to the treasurer by the president or by the Board of Directors.

### Section 9. Assistant Secretaries and Assistant Treasurers

The assistant secretaries, when authorized by the Board of Directors, may sign with the president or a vice president. The assistant treasurers shall respectively, if required by the Board of Directors, give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine. The assistant secretaries and assistant treasurers, in general, shall perform such duties as shall be assigned to them by the secretary or the treasurer, respectively, or by the president or the Board of Directors.

### Section 10. Salaries

The directors and officers shall not receive salaries that would be inconsistent with the provisions of the tax exempt status under IRC §501c(3), its rules or regulations for discharging the office of an officer or director of the Board of Directors.

## ARTICLE 6.

### Committees

### Section 1. Committees of Directors

The Board of Directors, by resolution adopted by a majority of the directors in office, may designate one or more committees, each of which shall consist of two or more directors, which committees, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed on the director.



## Section 2. Other Committees

Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the corporation, and the president of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

## ARTICLE 7.

### Indemnification of Directors and Officers

#### Section 1. Indemnification

The corporation shall defend, indemnify and hold harmless to the fullest extent permitted by the Oregon Nonprofit Corporation Act each director and uncompensated officer of the corporation now or hereafter serving as such, against any and all claims and liability to which such officer or director has or shall become subject by reason of serving or having served as such director or officer, or by reason of any action alleged to have been taken, omitted, or neglected by such officer or director in such capacity.

#### Section 2. Expenses

The corporation shall further defend, indemnify and hold harmless each director or uncompensated officer from any and all loss and expense, including amounts paid in settlement before or after suit is commenced, and reasonable attorney's fees, court costs, litigation expenses, witness fees, expert witness fees, and all other costs or expenses actually and necessarily incurred as a result of any claim, demand, action, proceeding or judgment that may be asserted against any such director or officer whether or not litigation is commenced.

#### Section 3. Limitation on Indemnification and Expense Reimbursement

No such director or officer shall be indemnified against or be reimbursed for any expense incurred in relation to matters to which it is adjudged in any action, suit, or proceeding that any such director or officer is liable for: (a) breach of duty of loyalty to the corporation or its members; (b) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; (c) any unlawful distribution; (d) any transaction from which the director or officer derived an improper personal benefit; or (e) any act or omission in violation of ORS 65.361 to 65.367. The amount paid to any director or officer by way of indemnification shall not exceed the person's actual, reasonable and necessary expenses incurred in connection with the matter involved, and such additional amount as may be fixed by the Board of Directors, and any determination so made shall be binding on the indemnified director or officer. The rights of indemnification and reimbursement

for expenses hereinabove provided for shall not be exclusive of any rights to which any director or officer of the corporation may otherwise be entitled by law.

## **ARTICLE 8.**

### **Contracts, Checks and Deposits**

#### **Section 1. Contracts**

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

#### **Section 2. Checks, Drafts, or Orders.**

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation, and in such manner as shall from time to time be determined by resolution of the Board of Directors.

#### **Section 3. Deposits**

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositaries as the Board of Directors may select.

## **ARTICLE 9.**

### **Fiscal Year**

#### **Section 1.**

The fiscal year of the corporation shall be determined from time to time by the Board of Directors.

## **ARTICLE 10.**

### **Waiver of Notice**

#### **Section 1.**

Whenever any notice is required to be given to any member or director of the corporation under the provisions of these bylaws or under the provisions of the Articles of Incorporation or under the provisions of the Oregon Nonprofit Corporation Act, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance at any meeting of which notice was



required or consent to actions taken at such meeting shall be deemed equivalent to the receiving of such notice.

## **ARTICLE 11.**

### **Dispute Resolution**

#### **Section 1. Dispute Resolution.**

In the event there is any dispute between or among the shareholders, officers, directors and/or other parties to these Bylaws relating in any way to these Bylaws, the parties must mediate such dispute before commencing any legal action. No party to these Bylaws can bring legal action or demand mandatory arbitration against another party to these Bylaws without first participating in mediation, unless one party refuses to submit to mediation and legal action is brought to specifically enforce this mandatory mediation provision of these Bylaws. If the parties cannot agree upon the person to act as the mediator, then the U.S. Arbitration and Mediation Service of Portland, Oregon, shall select a person to act as the mediator. The mediator's charges and expenses shall be split by the parties on a 50/50 basis. Mediation fees and costs do not include each party's attorney fees and costs. Each party shall be responsible for his or her own attorney fees and costs at mediation. Should the dispute not be resolved by mediation, the parties agree to submit any dispute between the parties relating in any way to these Bylaws to binding arbitration with the U.S. Arbitration and Mediation Service of Portland, Oregon, and shall utilize such service's rules of procedure. If the parties cannot agree upon an individual to act as the arbitrator, then the U.S. Arbitration and Mediation Service of Portland, Oregon, shall select a person to act as the arbitrator. If the dispute goes to arbitration, the prevailing party shall be entitled to such party's attorney's fees and costs incurred in the arbitration process. The decision of an arbitrator shall be final and not subject to any appeal and shall be enforceable in a court of competent jurisdiction. The arbitration provisions in these Bylaws shall not be enforced in the event every indispensable and necessary party to the arbitration cannot be brought within the jurisdiction of the arbitrator. In that event, or in the event that this dispute resolution paragraph is deemed to be unenforceable as to any shareholder, officer, director and/or other party, actual or alleged, then shareholders, officers, directors and/or other parties, actual or alleged, to these Bylaws may enter into any litigation filed by such shareholder, officer, director or other parties relating hereto.

- (a) **Dispute Resolution in the Event of a Deadlock.** In any instance in which there is a deadlock between or among shareholders, officers, directors, such decision shall be referred to the dispute resolution procedure described above. In such event, the corporation shall pay all costs of mediation and arbitration. The decision of the arbitrator shall be final and not be subject to any appeal and shall be enforceable in a court of competent jurisdiction.

## ARTICLE 12.

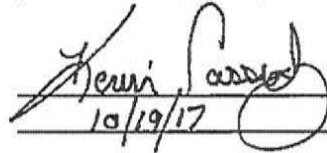
### Amendments

#### Section 1.

These bylaws may be altered, amended or repealed and new bylaws may be adopted by the Board of Directors at any regular or special meeting of the Board of Directors.

#### SECRETARY'S CERTIFICATE

I, the secretary of the above-entitled corporation, do hereby certify that the foregoing is a true and correct copy of the Corporation Bylaws as adopted by the Board of Directors of the Corporation.

  
10/19/17 \_\_\_\_\_ Date



## Theshold Criteria Response - Attachment B

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### Coalition Partner Commitment Letters



**BROWNFIELDS ASSESSMENT COALITION MEMORANDUM OF AGREEMENT  
BETWEEN THE FOLLOWING PARTIES:**

Baker Technical Institute and Baker School District 5J

This Memorandum of Agreement documents the roles and responsibilities of the parties involved in the Fiscal Year (FY) 2020 US Environmental Protection Agency (EPA) Brownfields Assessment Coalition Grant. Grant applications are due in December 3, 2019 and awards will be announced by EPA in May/June 2020. Pending notice of award by EPA, a Cooperative Agreement will be established between EPA and the Lead Coalition Member – Baker Technical Institute (BTI). The grant period is anticipated to be October 1, 2020 through September 30, 2023.

1. As the Lead Coalition Member, BTI is accountable to EPA for management of the Cooperative Agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring all Coalition Partners comply with the terms and conditions.
2. Baker School District 5J will leverage their experience, resources and best practices for financial management and maintaining compliance with state and federal grants to assist BTI with financial management, execution and compliance of the Cooperative Agreement terms and conditions. As noted in 4. below, Michelle Glover from the Baker School District 5J finance department will assist in this endeavor.
3. It is the responsibility of BTI to provide timely information to the Coalition Partners regarding the management of the Cooperative Agreement and any changes that may be made to the Cooperative Agreement over the period of performance.
4. In addition to BTI, Coalition Partners include Baker School District 5J (whom this agreement is with), and five other partner (Eastern Oregon University, Baker City, Baker County, La Grande and Union County) whom BTI will execute an MOA with following news of grant award. Contact information for the lead BTI and Baker School District 5J project representatives is provided below.

**BTI**

Doug Dalton, President

Address: 2500 E Street, Baker City, OR 97814

Phone: 541.524.2651 Ext. 3 | Email: [doug.dalton@bakersd.org](mailto:doug.dalton@bakersd.org)

**Baker School District 5J**

Mark Witty, Superintendent

Address: 2090 Fourth Street, Baker City, OR 97814

Phone: 541.524.2260 | Email: [mark.witty@bakersd.org](mailto:mark.witty@bakersd.org)

5. Activities funded through the Cooperative Agreement will be described in the tasks outlined in the EPA-approved Brownfields Assessment Coalition Cooperative Agreement Work Plan (referred to as the "Work Plan") to be prepared following notice of award of grant funding. Project tasks outlined in the Work Plan are anticipated to include: 1) Cooperative Agreement Oversight and Reporting; 2) Community Engagement; 3) Site Prioritization, and Phase I and II Environmental Site Assessments (ESAs); and 4) Cleanup/Reuse and Area-Wide Planning.
6. BTI advanced a qualifications-based procurement process in the fall of 2019 in compliance with 2 Code of Federal Regulations § 200.317–200.326 requirements to obtain the services of a consultant to assist with grant application and implementation of EPA Brownfields Grants. The procurement process resulted in BTI selecting a Qualified Environmental Professional (referred to as the "Consultant") to undertake various activities funded through the Cooperative Agreement to be issued following award of grant funding.
7. BTI and Coalition Partners will work to develop a site selection process based on agreed upon factors and will ensure that a minimum of 12 sites are assessed (including at least one site within the jurisdiction of each Coalition Partner) over the life of the Cooperative Agreement. Selected sites will be submitted to the EPA for approval to ensure eligibility prior to initiating assessment and/or related activities. The Work Plan to be established with EPA will identify the number of Phase I and II ESAs, Analysis of Brownfield Cleanup Alternatives (ABCAs) and/or Cleanup Action Plans (CAPs), and Site Reuse Plans anticipated to be completed.
8. Upon designation of the specific sites, it will be the responsibility of BTI to work with the Coalition Partners in whose geographic area the site is located to finalize the scope of work for the Consultant or other contractor(s). It will be the responsibility of this Coalition Member to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at the selected site.
9. BTI is responsible for ensuring that other activities as negotiated in the Work Plan are implemented in accordance with a schedule agreed upon by BTI and the Coalition Partner in whose geographic area the site to be assessed is located.
10. It will be the responsibility of each Coalition Member to respond to requests for work items and information in a timely manner to allow BTI to meet EPA compliance reporting deadlines and other project deadlines.

EFFECTIVE: November 15, 2019

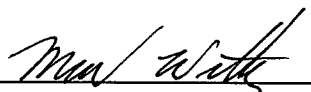
This MEMORANDUM OF AGREEMENT for the Brownfields Assessment Coalition led by the BTI is agreed upon by the parties below.

**BAKER TECHNICAL INSTITUTE:**

  
Signed by: **Doug Dalton, President**

11/20/19  
Date

**BAKER SCHOOL DISTRICT 5J:**

  
Signed by: **Mark Witty, Superintendent**

11/20/19  
Date



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COLLEGE OF SCIENCE, TECHNOLOGY,  
MATHEMATICS AND HEALTH SCIENCES

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**Peter Geissinger**  
**Dean & Professor**

November 4, 2019

Mr. Doug Dalton  
President  
Baker Technical Institute  
2090 4<sup>th</sup> Street  
Baker City, OR 97814

**Re: U.S. EPA Brownfields Coalition Assessment Grant Application**

Dear Mr. Dalton:

Eastern Oregon University (EOU) is excited to write this letter confirming its membership in the Baker City/La Grande Brownfield Coalition, and its support of Baker Technical Institute's (BTI's) efforts to obtain US Environmental Protection Agency Brownfields Coalition Assessment Grant funding. We understand the funding will be used to support the assessment and cleanup/reuse planning of brownfields sites within a Target Area that includes the cities of Baker City and La Grande.

By legislative designation, EOU serves as *Oregon's Rural University*, and in this role, is uniquely positioned to partner with rural communities that are struggling to diversify and strengthen their economies. Brownfields are one of the many challenges faced by rural communities such as Baker City and La Grande, and their revitalization can be an important economic development mechanism.

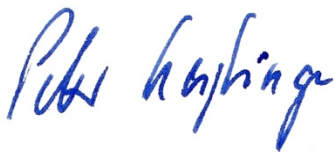
EOU is currently preparing for a new degree program called *Sustainable Rural Systems* to begin in the 2020/2021 academic year, which takes a "systems" approach to study all factors relevant for the health of rural communities. The course of study includes experiential learning through research, internships, community surveys or working in a community-based organization, places where students can apply their knowledge in real world settings. Students will work in teams on multi-year, multi-disciplinary projects, including brownfield revitalization projects. In completing these projects students will get to know and be intimately involved in rural communities, interacting with property owners, community members and professionals. BTI is a key strategic partner with EOU on the launch of the degree by providing the project-based learning platform through their brownfield experience.

We are excited to partner with BTI to help guide this important rural initiative. If BTI is successful in securing EPA brownfield grant funding, EOU pledges to assist with successful implementation of the grant through its partnership with BTI in the following ways:

- Faculty and student planning and implementation of community outreach meetings.
- Assisting with identification of brownfields.
- Utilizing multi-year brownfield revitalization projects as a central component of our Sustainable Rural Systems degree program.
- Promoting the brownfield program by distributing relevant project information to our community partners.

I have attached a two-page brochure regarding our Rural Engagement and Vitality Center at EOU. This brochure is a great tool in realizing the many synergies between BTI's brownfield revitalization program and EOU's mission to partner with rural communities to create a resilient future and transform challenges into opportunities.

Sincerely,



Peter Geissinger  
Dean & Professor  
College of Science, Technology, Mathematics, and Health Sciences  
Eastern Oregon University

# REV

## Rural Engagement and Vitality Center at Eastern Oregon University



Developing Tomorrow's Leaders  
and Workforce

Magnifying Rural Voice and  
Inform Rural Policy

Enhancing Community Social and  
Economic Innovation and  
Resiliency

Facilitating Solutions-Oriented  
Public Engagement

Fostering Sustainable Working  
Landscapes

Promoting Responsive Systems

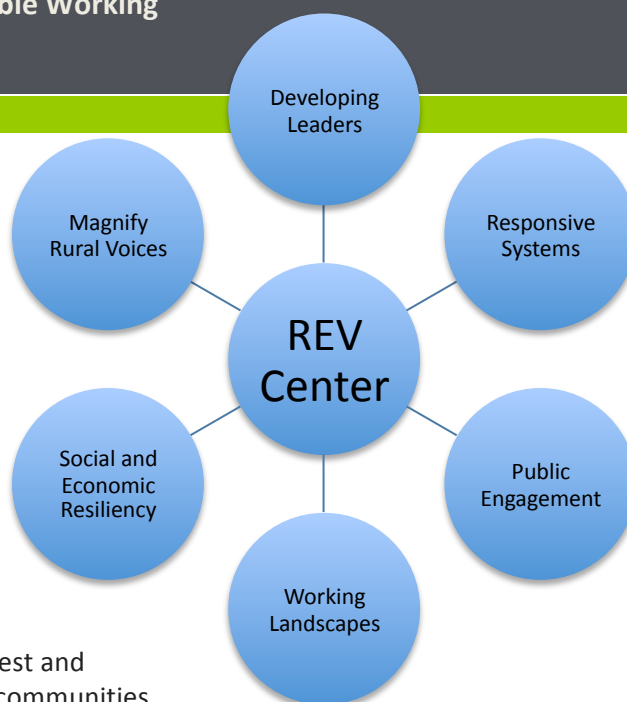
## Transforming rural places into strong communities

The Eastern Oregon University REV Institute partners with rural communities to create a resilient future and transform challenges into opportunities through community educational and outreach programs, applied research and public policy analysis

Despite an abundance of beauty and open space, rural communities throughout Oregon and the region struggle to diversify and strengthen their economies, respond to emerging issues, and enhance the quality of life for their residents. They seek new opportunities to access wealth and increase prosperity while retaining their distinctive character and values.

Amid the bounty of forest and agricultural lands, rural communities struggle with poverty, limited access to health care, and a scarcity of family-wage jobs. Existing policies often fail to support rural needs, increasing tensions between the rural and urban perspectives.

Serving as Oregon's rural university, Eastern Oregon University (EOU) is



uniquely positioned to partner with rural communities to build a more resilient future. Located in the rural community of La Grande and providing educational service and support to rural communities throughout the state, EOU shares the character and values of rural areas.



## Developing Tomorrow's

**Leaders and Workforce:** Prepare the next generation of rural leaders to encourage and cultivate community and economic development. Increase rural workforce capacity through internship and project based opportunities linking students to career and service-learning work in communities.

## Enhancing Community Social and Economic Innovation and

**Resiliency:** Engage rural communities in developing long-term

social and economic strategies based on their assets and values.

## Fostering Sustainable Working

**Landscapes:** Engage researchers, agriculturalists (farmers, ranchers, foresters) and students in enhancing the long-term sustainability of working landscapes on private, state and federal lands for the ecological, social, and economic wellbeing of the region.

## Magnifying Rural Voice and

**Inform Rural Policy:** Enhance the rural voice at the state and federal level, partnering to support a coordinated regional voice.

## Facilitating Solutions-Oriented Public

**Engagement:** Generate the knowledge needed to overcome the obstacles and emerging issues facing rural communities. Increase engagement in solution-oriented processes by connecting communities to existing forums for public input and creating working groups cutting-edge research and think-tank resources.

## Promoting Responsive Systems:

Leverage and enhance existing resources and capacity by networking and coordinating resources and initiatives in and among communities to support focused, collaborative regional solutions.

# Example EOU collaborations

## Joseph Branch Rails-with-Trails



The Joseph Branch Trail is a proposed 63-mile trail alongside the railroad tracks in Eastern Oregon from Joseph to Elgin.

Citizens brought the Joseph Branch rail-with-trail vision forward from Union and Wallowa counties suggesting the

formation of the Oregon Wallowa and Union Railway Company during discussions in 2000 and 2001. The "Save Wallowa & Union County's Railway" committee's primary goal was the preservation of the rail line between the towns of Elgin and Joseph.

Students and faculty collaborated with community partners and the Wallowa Union Railway Authority to develop and assess the feasibility of creating a 63-mile rail-with-trail along this historic track. This Concept Plan is the result of input from many sources, including neighbors; potential users; stakeholders; community members; elected officials; and local, state, and regional planners. This document provides a comprehensive vision for trail development, including multiple options for phasing, funding, trail types, and routing.

## Eagle Cap Partnership

After three years of planning [EOU](#), [Wallowa Resources](#) and the [U.S. Forest Service](#) implemented a new community engagement framework called the Wallowa-Whitman Charter Ranger District.

"The goal is to engage with the community and provide real-world experiences for students," said Randy Jones with the Northeast and Greater Eastern Regional Solutions Center housed at EOU.

The university's new minor in outdoor recreation and leadership is just one example of an area that could be connected to internships, he said, and EOU's anthropology program already has a partnership with the Forest Service.



Other examples include STEM (science, technology, engineering and mathematics), business, teaching and communications, but opportunities span all academic areas. A catalog of internships is being created with the goal of placing students in positions by next summer. In addition to education, the charter's other key focus areas are landscape stewardship, recreation and heritage.

**REV: Rural**  
people solving  
rural problems.

## Partners:

City, county and regional economic development  
Private businesses and corporations  
Education: K-12/CC Education  
State Agencies and Departments

Federal Agencies and Departments  
Tribes  
Statewide organizations  
Non-profits  
Non-Government Organizations  
Cities and counties

# CITY OF BAKER CITY, OREGON

P.O. Box 650 Baker City, Oregon 97814-0650 (541) 523-6541 (541) 524-2049 FAX



November 13, 2019

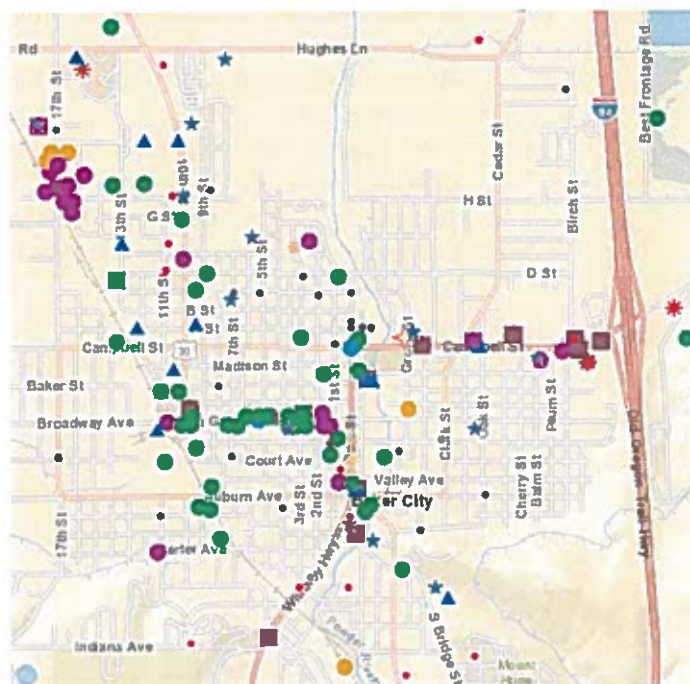
Mr. Doug Dalton, President  
Baker Technical Institute  
2500 E Street  
Baker City, OR 97814

**Re: U.S. EPA Brownfields Coalition Assessment Grant Application**

Dear Mr. Dalton:

Baker City is pleased to confirm its membership in the Baker Technical Institute (BTI) Brownfield Coalition, and its support of BTI's efforts to obtain U.S. Environmental Protection Agency (EPA) Brownfields Community-Wide Assessment Grant funding. We understand the funding will be used to support the assessment and cleanup/reuse planning of brownfields in both Baker City and La Grande.

Baker City worked with BTI in preparing EPA Community-Wide Assessment Grant FY2017 and FY2018 applications and we were disappointed that neither was funded. As a very rural area of Oregon, finding the funding to address our many brownfields (Baker City has the most brownfields per capita of any Oregon city, except Klamath Falls, as determined by BTI's Brownfield Class, and based on the number of Oregon Department of Environmental Quality (DEQ) leaking underground storage tank [small black and red circles] and environmental cleanup information system [large purple, yellow and green circles] database listings) has proved to be challenging. When we heard that BTI planned to once again apply for EPA brownfield grant funding, we were thrilled, and are happy to play a supporting role in the project as a Coalition partner.



We are lucky to have BTI and its Brownfield Class here in Baker City! To quote Laurel Berman with the Agency for Toxic Substances and Disease Registry during a trip she made to our community "*these kids are famous*" and we couldn't agree more. BTI's Brownfield Class began with a gift (the Ostwald Machine Shop property) and a well-intentioned accident sparked a grant that turned into a class, a high school program, just recently a degree program at Eastern Oregon University, and the inspiration for local revitalization in northeastern Oregon. In the last five school years, the BTI Brownfields Class has



assessed and cleaned up five brownfield sites, hosted four public Open House meetings, written five requests for proposals, worked with four environmental consulting firms, received five grants from Business Oregon, and collaborated with local (Baker City), state, and federal organizations and agencies in addressing Baker City's brownfields. This class and program have inspired student learning and created a tidal wave of community involvement around the topic of brownfields and environmental issues in

general here in Baker City. The above photo was taken during a student-led community outreach meeting regarding the International Order of Odd Fellows (IOOF) Building, one of the BTI-owned brownfields that is currently being revitalized by BTI's brownfield class and program.

Baker City is excited to partner with BTI and other Coalition partners to help guide this important northeastern Oregon initiative. If BTI is successful in securing EPA brownfield grant funding, the City commits to assisting with successful grant implementation in the following ways:

- Attending the community outreach meeting hosted in support of our Brownfield Grant application on November 21, 2019.
- Providing technical assistance or peer review when feasible, such as any re-use or area-wide planning work in Baker City.
- Assisting with identification of brownfields.
- Using our network of local contacts to connect BTI with property owners that may be interested in participating in the project.
- Attending project advisory committee meetings and other outreach events.
- Distributing relevant project information to members of our community.

We are excited to have the opportunity to work with BTI in addressing brownfields in Baker City. An affirmative application funding decision will yield substantial benefits for our community, particularly with BTI and its Brownfield Class holding the reins of the project.

Sincerely,

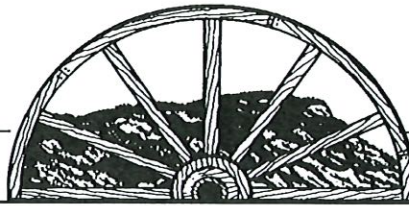
A handwritten signature in blue ink that reads "Fred Warner, Jr.".

Fred Warner, Jr.  
City Manager



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CITY OF



LA GRANDE

---

THE HUB OF NORTHEASTERN OREGON

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OFFICE of the CITY MANAGER

P.O. BOX 670

LA GRANDE, OREGON 97850

Phone (541)962-1309 FAX (541) 963-3333

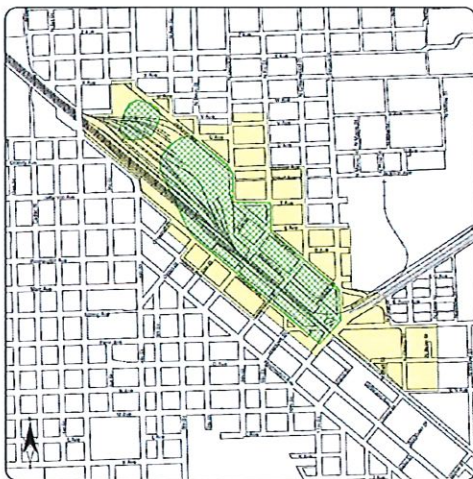
November 22, 2019

Ms. Doug Dalton  
President  
Baker Technical Institute  
2500 E Street  
Baker City, Oregon 97814

**Re: U.S. EPA Brownfields Coalition Assessment Grant Application**

Dear Mr. Dalton:

The City of La Grande is writing this letter to confirm its membership in the Baker Technical Institute (BTI) Brownfield Coalition, and its support of BTI's efforts to obtain U.S. EPA Brownfields Community-Wide Assessment Grant funding. We understand the funding will be used to support the assessment and cleanup/reuse planning of brownfields sites in both Baker City and La Grande.



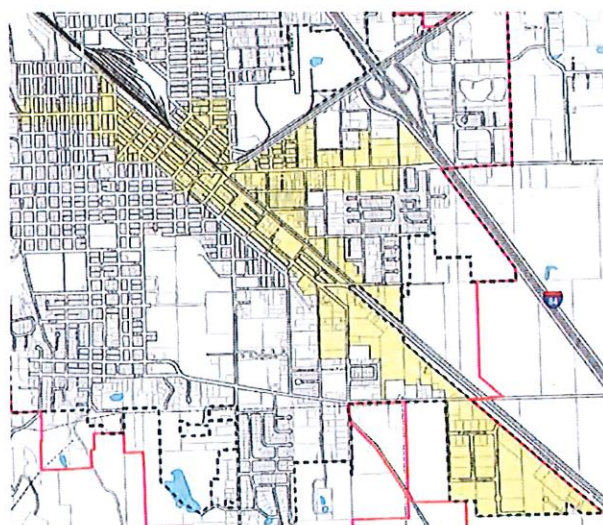
The City of La Grande has a number of recent experiences with the challenges of brownfields. One unique issue is a large railyard that has experienced significant diesel releases very near our downtown historic district. While the Oregon Department of Environmental Quality (DEQ) has issued a conditional no further action for the release, the presence of free product (green-hatched area) and dissolved-phase (yellow areas) diesel remains a burden on affected properties. We are also aware of a property on Island Avenue that has had two sales fall-through due to environmental concerns, despite the fact that the property has a conditional no further action finding from the DEQ.

Finally, we experienced the benefits of funding to address brownfields first-hand in our downtown urban renewal area where \$400,000 was invested to prepare the historic International Order of Odd Fellows (IOOF) building for reuse. The project was partially funded by grants received from the DEQ and Business Oregon. These grants, coupled with additional funding from the Urban Renewal Agency, has leveraged private investment of more than \$1 million. The 20,000 square foot space now houses 9 upper floor apartments and the owner is completing work on restaurant space that will be opening in the near future.



Our community could use more of these success stories, and we are hopeful that being part of a coalition that receives EPA brownfield grant funding will allow this to happen. We are also very excited to be partnering with Eastern Oregon University (EOU) and it's Rural Engagement and Vitality Center. EOU is a significant asset for our community, and we routinely collaborate with them on economic development and other initiatives in La Grande.

We also want to mention our Urban Renewal Agency's Revitalization Incentive Program. The purpose of this program is to provide new opportunities for locations of high-traffic retail businesses within our Urban Renewal District (URD). We believe that this incentive program when used in combination with EPA brownfield grant funding has the potential to have a dramatic impact in our community. The boundaries of our URD are shown in the map to the right.



We are excited to partner with BTI and EOU to help guide this important rural initiative. If we are successful in securing EPA brownfield grant funding, we pledge to assist with successful implementation of the grant in the following ways:

- Providing technical assistance or peer review when feasible.
- Assisting with identification of brownfields.
- Facilitating property owner/stakeholder outreach as appropriate.
- Attending project advisory committee meetings and other outreach events.
- Distributing relevant project information to the members of our community.

Once again, we are excited to have the opportunity to actively participate in addressing brownfields in La Grande.

Sincerely,

Robert A. Strobe  
City Manager

BTI, EOU, Baker City & La Grande Coalition  
FY2020 US EPA Brownfield Assessment Coalition Grant Application

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OREGON BUSINESS DEVELOPMENT DEPARTMENT SUPPORT LETTER





November 26, 2019

Terri Griffith  
U.S. Environmental Protection Agency, Region 10  
1200 Sixth Avenue, Suite 155  
Mailstop: ECL-133  
Seattle, Washington 98101

RE: Letter of Support for Baker Technical Institute's Coalition Application for a Community-Wide Assessment Grant

Dear Ms. Griffith:

I am writing to express my support on behalf of the Oregon Business Development Department's (Business Oregon) Brownfields Program for the Coalition Community-Wide Assessment Grant Proposal (Proposal) being submitted by Baker Technical Institute (BTI) on behalf of its coalition of partners – Eastern Oregon University and the cities of Baker City and La Grande.

Oregon's northeast rural communities are rich in history but have been challenged over the past decades by a multitude of economic disruptions – most notable the rapid declines in their core natural resource based industries – timber and mining. Vacant and underutilized industrial and commercial zoned properties are prevalent throughout the cities but especially along core historic transportation corridors. BTI's Coalition proposal is unique in that it not only highlights the actions it plans to take but also provides the "back story" to how a brownfields program started at BTI for high school students expanded not only its geography by also its scope to become part of the new *Sustainable Rural Systems* curriculum at Eastern Oregon University situated in the city of La Grande.

Business Oregon encourages community efforts which result in healthier and more sustainable communities since these efforts ultimately lead to the creation of jobs through the redevelopment of stigmatized properties. To date, Business Oregon's Brownfields Program has assisted with over \$700,000 in funding for project located within the Coalition's jurisdictions. Business Oregon will continue to be of assistance as brownfields properties are identified and redevelopment projects undertaken. Of note, Business Oregon's brownfields two funding programs are available for both public and private property owners – especially with respect to financing cleanup activities. Furthermore, Business Oregon manages a number of public infrastructure and business financing programs which are also available to assist with the redevelopment of properties and the building of capacity to attract, retain, and expand job creating businesses.

Business Oregon strongly supports and I sincerely hope that the U.S. Environmental Protection Agency approves funding for this proposal. I can be reached at (971) 239-9951 if you have any questions about the range and versatility of Business Oregon's business, infrastructure and brownfields financing programs.

Sincerely,

Karen Homolac  
Brownfields Program Specialist

## Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

12/03/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

BF

State Use Only:

6. Date Received by State:

7. State Application Identifier:

### 8. APPLICANT INFORMATION:

\* a. Legal Name:

Baker Technical Institute

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

1172415810000

### d. Address:

\* Street1:

2090 4th Street

Street2:

\* City:

Baker City

County/Parish:

Baker

\* State:

OR: Oregon

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

97814-3318

### e. Organizational Unit:

Department Name:

Baker Technical Institute

Division Name:

Brownfield Program

### f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

\* First Name:

Robbie

Middle Name:

Lynne

\* Last Name:

Langrell

Suffix:

Title:

Brownfield Project Manager

Organizational Affiliation:

Employee

\* Telephone Number:

907-444-7265

Fax Number:

\* Email:

robbie.langrell@bakersd.oreg

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Environmental Protection Agency

### 11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

### \* 12. Funding Opportunity Number:

EPA-OLEM-OBLR-19-05

\* Title:

FY20 GUIDELINES FOR BROWNFIELD ASSESSMENT GRANTS

### 13. Competition Identification Number:

Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Baker Technical Institute EPA Assessment Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="600,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="600,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed: